

**TK- 4**  
**Student & Family Handbook**  
**2023 - 2024**

**Dimondale Elementary**  
**330 Walnut Street**  
**Dimondale, MI 48821**

**Heather Hanton**  
**School Secretary**  
**517-694-6411**

**Shannon Barker**  
**Principal**

**Nichole Engel**  
**Dean of Students**

**Attendance**  
**517-699-9340**



**Elliott Elementary**  
**4200 Bond Street**  
**Holt, MI 48842**

**Katie Wilson**  
**School Secretary**  
**517-699-2106**

**Andy Wise**  
**Principal**

**Erin Nimphie**  
**Dean of Students**

**Attendance**  
**517-699-9336**

**Horizon Elementary**  
**5776 West Holt Road**  
**Holt, MI 48842**

**Jody Doss**  
**School Secretary**  
**517-699-3353**

**Kindra Padgett**  
**Principal**

**Amanda Theuerkorn**  
**Dean of Students**

**Attendance**  
**517-699-4224**

**Sycamore Elementary**  
**4429 Sycamore Street**  
**Holt, MI 48842**

**Kristin Whitwam**  
**School Secretary**  
**517-699-7928**

**Shannon Huff**  
**Principal**

**Melissa Smith**  
**Dean of Students**

**Attendance**  
**517-699-2185**

**Wilcox Elementary**  
**1650 Laurelwood Rd.**  
**Holt, MI 48842**

**Karie Knight**  
**School Secretary**  
**517-699-6931**

**Traci Heuhs**  
**Principal**

**Kristi Whitford-Moore**  
**Dean of Students**

**Attendance**  
**517-699-0249**

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide specific information about certain Board policies and procedures. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the school’s rules as of **June 30, 2023**. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL DISTRICT**

Innovate. Educate. Inspire. Empowering all students to make a positive impact in their communities.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Dr. Erin Quinlan, Director of Human Resources **517-694-6392**

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **FAMILY INVOLVEMENT**

We strive to develop and grow every child’s social, emotional, physical, and cognitive skills to allow him/her to become a lifelong learner. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners,

we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We encourage and urge your participation in your child's education at home, or through volunteering your time here at school. We feel the results of your involvement will be well worth the effort!

Conferences offer opportunities for families and teachers to share information and strategies, which ensures that each child is growing and learning to the best of his/her ability. Conference schedules appear in our district calendar typically in September and March. Information will be sent home prior to conferences to inform families of the process of securing an appointment with their child's teacher. Please feel free to contact your child's teacher should any questions or concerns arise before or after scheduled conference dates.

Sharing information between families and school is very important for ensuring student success. Teachers have a daily planning time. Families may make contact by phone or by appointment during that time. To meet with the Principal or Dean of Students, please call the school office to arrange a meeting time. It may not be possible to meet with them without arranging a meeting ahead of time. **Please allow school staff 24-hours to respond to emails and voice messages.**

Each Title I school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

### **SCHOOL DAY**

The school office hours are 8:00 a.m.- 4:00 p.m. The first bell will ring at 8:30 a.m. and students will need to be in their classroom by 8:35 a.m. Afternoon dismissal is at 3:35 p.m., every day except on certain Wednesdays. Students are dismissed at 1:35 p.m. on early release Wednesdays. Students must go directly home after dismissal unless they are involved in a special after-school activity. If you require supervision for your child before or after school, please contact Community Education for Child Care information at 517-699-3411.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Consequences are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Dean of Students.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed. Emergency information is completed in PowerSchool by the parent/guardian. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

**We must have up-to-date accurate information regarding who can be contacted in case of an emergency.** If there is an emergency requiring us to call 911, we will make every effort to obtain authorization from you or someone on your child's information card first. Please notify our office whenever this information changes.

### **INJURY AND ILLNESS**

Please list your family doctor on each of your child's emergency and enrollment forms, indicating how you or another responsible person may be reached in the case of an emergency.

Injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. If a student feels ill during the day, he or she may lie down in the office and then return to class. If the condition persists, the student will call a family member or guardian for further guidance. A family member is expected to transport or provide transportation home for ill students. The office will confirm fevers with a thermometer and will notify parents to pick students up from school immediately.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the school principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A Physician (M.D. or D.O.) or a licensed Physician's Assistant (PA) must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **SECTION I - GENERAL INFORMATION**

### **STUDENT PICK-UP PROTOCOL**

When a student is not picked up at dismissal time, the following steps occur:

1. 3:40- Phone calls are made to ALL approved contacts within PowerSchool until an adult is reached and able to pick up.
2. If office staff is unable to contact adult, they will leave a voicemail that there will be no one available after 4:00 to monitor their child and the Ingham County School Resource Officer will be contacted.
3. 3:50- Repeat phone calls are made to ALL approved contacts within PowerSchool until an adult is reached and able to pick up.
4. 3:55- (5 minutes prior to when secretary is scheduled to leave) Ingham County Police dispatch are called.
5. Repeated instances of students left unattended at school may result in further action through the district Curriculum Office and School Resource Officer.

### **CHILDCARE**

Community Education-sponsored childcare is available at each of our Elementary Schools for reasonable rates. Care is available before (7:00 am) and after school (6:00 pm), during in-service days (including early dismissal Wednesdays), and during vacation times. For specific information about the childcare program, contact the Community Education Office at 517.694.3411.

### **STUDENT SERVICES**

We have a Dean of Students and School Social Worker available to meet the needs of individual students during the school day. We may also contact the family if other services may be beneficial outside of school. The Dean of Students will also be a contact person to help support the development of academic and behavioral learning plans that provide support for the child.

### **BICYCLES**

In some elementary schools, students in grades 2-4 who reside in the walking area of the school may ride their bikes to school. For safety reasons, no other students may ride bikes to school unless accompanied by an adult. Also, to ensure the safety of walkers, no roller blades, skateboards or scooters may be ridden on school property. All bikes must be walked while on

school property and have locking devices. Please speak to the building principal or secretary to learn if your school allows students to ride bikes to school.

### **DRUG-FREE SCHOOLS**

The use, distribution, dispensation, and/or manufacturing of controlled substances, as defined by state and federal law, by students on District grounds, in District buildings, or other attendance areas, at bus stops, at any school sponsored activity off school grounds or going to or from any school sponsored activity is prohibited.

Any student who violates the above policy will be subject to disciplinary action, up to and including expulsion. In addition, the student may be required to satisfactorily participate in a drug assistance or rehabilitation program. Students who request assistance for drug counseling and/or rehabilitation shall direct their request to the School Social Worker and/or Dean of Students.

### **PERSONAL PETS & ANIMALS**

Dogs, cats, and other animals are not allowed on school grounds. If you bring your pet while dropping off or picking up your child, your pet must remain in the car. Even the most docile, loving pet can become agitated when confronted with children. Thank you for leaving your pet safely at home or in your vehicle! The ADA permits a student with a disability who uses a service animal as defined by the ADA to have the animal at school.

### **RECESS**

All students should plan to go outside for recess each day. Students will need and are suggested to wear a jacket and/or sweatshirt for outdoor play when temperatures become cool (most schools prescribe to 50-60 degrees for asking children to wear a jacket or sweatshirt outside). During winter months or when snow is on the ground, please be sure your child brings appropriate clothing for outdoor activities. Such as winter boots, hats, mittens, snow pants, jackets, etc. If your child does not have snow pants and boots, they will be restricted to the blacktop area. Children will go outside if the temperature or wind-chill is at zero degrees or above as indicated on [WILX weather app](#).

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- Unless enrolling under the District's open enrollment policy
- Unless enrolling and paying tuition

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate or similar document,
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. Proof of residency,
4. Proof of immunizations.
5. Pictured ID of parent listed on birth certificate

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Holt Public Schools will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. The student must still provide the needed enrollment documents, unless the student is living in a McKinney-Vento (homeless) situation.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a verbal or written request signed by the parent, an authorized person listed in Powerschool, or the parent coming to the school office to request the release. No student will be released to a person other than an emergency contact listed in Powerschool.

Whenever students must leave for an appointment (doctor, dentist, etc.) they must check out and back in at the main office when they return to school. Students may not leave the school office unless accompanied by a parent or guardian. Please respect the learning time of students by making arrangements for appointments, and plan vacations outside of school hours.

### **TRANSFER OUT OF THE DISTRICT OR WITHDRAWAL**

Parents must notify the school office about plans to transfer their child to another school. If a student plans to transfer from **Holt Public Schools**, the parent must notify the office secretary



in writing. Students must return all school materials and pay any outstanding fees or fines that are due. School records are released once there is a request from the new enrolling school. Parents are encouraged to contact the school secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. Any victim information in the suspension or expulsion documentation must be redacted.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is in accordance with State law. All immunizations must be complete for the appropriate age according to current guidelines issued by the Ingham County Health Department. Any questions about immunizations or waivers should be directed to the school secretary.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have a Student Annual Update (SAU) completed within PowerSchool by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. Failure to complete the SAU in PowerSchool will jeopardize a student's educational program. Please make the school aware of any health needs concerning your child. We will cooperate with you in arriving at the best methods for assisting your child.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the school office secretary before the student will be allowed to begin taking any medication during school hours.
- All medication must be in its original container, clearly indicating the type of medication, dosage, and time to be administered. All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured.
  - i. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - ii. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Non-Prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication (including cough drops, Tylenol, etc.) using a form which is available at the school office. It must be brought to the office and will only be dispensed with your written permission and according to the written directions. All medication must be identified and labeled with your child's name and prescribed dosage. A physician does not have to authorize such medication, but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency-), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

Holt Public Schools provides a full continuum of programming for special education students ages 3 through 26. We also provide services for children ages 0 through 3 through the Early On program provided at the Ingham Intermediate School District. We service over 700 students each year in our various special education programs. All programs operate under state and federal guidelines for special education.

A student can access special services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. If you have a question regarding Section 504, special education or suspect your child may have a disability, please contact your child's building administrator or the special education office at 517-694-2442.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the school principal to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. Student records are available to parents in accordance with the Rights of Privacy Act as outlined in the Federal Register of March 2, 1976. Parents may arrange to view students' CA-60 by calling 24 hours in advance so that an administrator can be present. Upon request, documents from the student's CA-60 can be copied for a parent/guardian. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found with the office of the superintendent.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

## **STUDENT VALUABLES**

**Students are encouraged not to bring items of value to school.** Students should NOT bring baseball cards, game cards, candy, rubber bands, squirt guns, yo-yos, sports equipment, etc. to school. Use of the above items may result in their forfeiture for the school year or return to a parent. **Students who choose to bring items from home are responsible for their security. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.** Students are advised not to carry large amounts of money with them. Students who choose to bring money are responsible for its security. Students may not sell items while at school.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal with 24-hour notice prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. Curriculum guides will be available in the Fall and posted on the district's web site.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. The school participates in the National School Lunch Program. Specific information regarding the program can be found on the District's [Food Service](#) webpage.

Breakfast is offered to students at school daily. Breakfast is served in the classroom between 8:30 am-8:50 am. **For the 2023-2024 school year, breakfast is FREE for ALL students.**

We provide a hot lunch program for all students who wish to participate. The meal is planned to meet the requirements of nutrition and quality established by the Federal Government. Students who choose to bring sack lunches from home may purchase milk. Highly caffeinated energy drinks are not permitted in school. The price of the full hot lunch will be announced, and monthly menus will be sent home to parents. Free and reduced lunches are available. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. All families are encouraged to fill out an application. **For the 2023-2024 school year, lunch is FREE for ALL students.**

Visit District's [Food Service](#) webpage for lunch menus and other Food Service information.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

Holt Public Schools will comply with the State of Michigan requirement that is set forth each year. The completion of drills will be posted to the school's website. We will conduct at least six fire drills, two tornado drills, and three lock-down drills each year.

## **“Secure” the Building**

There is a potential danger in the general vicinity of the school. It does not involve staff members or students. There is no immediate danger. Exterior and interior doors are locked, and no one is allowed to enter the building, including families unless school personnel have been permitted by law enforcement.

## **“Lockdown”**

There is an imminent danger for students or other adults in the school. All exterior and interior doors are locked. Students and adults in the building are moved to secure areas. No one will be allowed to enter or leave the building for any reason.

If we must have an emergency evacuation of the building and send students home early, the following procedure will be followed:

1. Students will be dismissed to go home for the emergency as per their normal means of transportation to and from school.
2. Students who indicate problems with proceeding home will be assisted with making calls and contacting a parent or guardian listed on their student information card.

Parents are responsible for developing emergency plans with their children to establish procedures for a student arriving home with no adults present.

## **EMERGENCY CLOSINGS AND DELAYS**

In case of school closing due to emergency conditions, school authorities will announce school closings by 6:30 a.m. Closings will be announced on district social media sites, PowerSchool Messenger, and local TV stations. If school needs to be closed during the day due to an emergency, every attempt to reach parents will be made. Information in PowerSchool must be accurate. Families are requested not to call the school and tie up the phone lines. Please develop procedures with your children regarding early school closures, including where they should go and whom they should contact.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **GUESTS**

We welcome families and guests to enter the building. With heightened awareness of security issues across the state and nation, Holt has implemented security procedures across the district. The front door is equipped with a camera and buzzer and all guests are identified visually before being allowed into the building. For the purpose of maintaining a safe school, please check in at the front office when you enter the building.

## **Entering the Building**

All adults are to enter the building by Door #1.

## **Sign-in, Sign-out**

Any non-employee entering the building should proceed directly to the office. All guests are required to sign in on the appropriate clipboard, designate the reason for being in the building, and the intended location in the building. Upon leaving, all guests are required to sign out. (This includes volunteers, substitutes, workmen, parents visiting classrooms, and all others.)

## **Name Badges**

All adults entering a school building will be asked to wear a name badge designating their purpose for being in the building. All district employees will have a picture badge.

## **USE OF TELEPHONES**

Students may use the telephone in the office for **emergency calls only.**

## **USE OF PERSONAL COMMUNICATION DEVICES**

Violations of Board Policy [5136](#) may result in disciplinary action and/or confiscation of the Personal Communication Device (PCD). Students who bring cellphones to school must keep them turned off and put away during the entire school day including lunchtime. If an adult sees a student with a cell phone, the adult will provide a verbal reminder. If the phone is out again, the adult will confiscate the cell phone and place it in the office for the student to pick up after school. For repeated incidents, a family member must pick up the phone from school. Portable audio/video and other personal electronic devices should not be brought to school unless authorized by administration. They are not to be played/used during the school day unless directed by the classroom teacher.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Students attending field trips must have a permission slip signed by parent or guardian in order to participate. Walking field trip permission is on the Pupil Registration/Information form and must be signed for students to participate. Attendance procedures apply to all field trips.

### **GRADES**

The Holt Public School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each

teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work.

The school uses the following grading system:

As students' progress in their learning, they will likely be at a "beginning" (level 1) or "developing" (level 2) on the progress report. When a student reaches proficiency, they will receive a "proficient" score (level 3). Some students may advance beyond proficiency, receiving an "advanced" (level 4) score on the progress report. Please communicate with your child's teacher regarding when proficiency is expected for each standard on the progress report and how you can support development at home.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **Promotion**

Promotion to the next grade (or level) is based on the following criteria: current level of achievement based on instructional objectives and mandated requirements for the current grade; potential for success at the next level; emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

### **Placement**

Holt Public School recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in an education setting most appropriate to their needs at the various stages of their growth.

### **Acceleration**

Acceleration at this level usually takes one of three forms:

- Early entrance to kindergarten (a type of whole-grade acceleration): students enter kindergarten prior to the minimum age requirement for the state policy. Beginning with the 2015-2016 school year, the State of Michigan's revised school code required students to be at least 5 years of age on September 1 of the school year of enrollment. Students with a fifth birthday later than September 1 could sign an age waiver to begin kindergarten earlier. Beginning in school year 2017-2018, HPS offers a transitional kindergarten option.
- Whole-grade acceleration after kindergarten: a student is moved to a grade-level placement ahead of chronological-age peers. This typically happens prior to the start of a school year.
- Single-subject acceleration: students are in classes with older peers for part of the day or stay with their peers but receive materials for content from higher-grade placements. This can happen in one or more content areas.

### **Referral process**

Students who might be candidates for acceleration can be referred to a school administrator by any source, including but not limited to: the student, teachers, administrators, school psychologists, school counselors, and parents. The person doing the referring would need to complete an application, which can be found at the Curriculum Office's website.

## **HOMEWORK**

The elementary teaching staff promotes home study at all grade levels. It is a hope that you will set aside a special time and place each evening for your child to study at home. We recommend 20-30 minutes each night. At the lower levels, you can help your child cultivate study time by reviewing and discussing papers brought home, reading journals aloud or keeping journals at home, working with vocabulary words or math facts, and/or reading aloud to/with your child. In upper grades, your child may be receiving regular homework. These might include specific assignments or reports, unfinished work, or skills requiring extra practice. Please take a few minutes each week to review your child's work and help him/her to correct any errors that may have been made. If homework is not assigned, we recommend that your child read for at least 20 minutes each night.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before a student may take advantage of the District's technology resources, their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by the terms of the agreement may lead to termination of the student's access to District technology-related resources and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's [Student Technology Acceptable Use And Safety Policy](#) and the requisite student and parent agreement are available online.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – [Student Technology Acceptable Use And Safety Policy](#) before being permitted to access District Technology-related resources. Administrative Guideline 7540.03 outlines details and guidelines.

## **SOCIAL MEDIA**

Holt Public Schools will model appropriate social media use to highlight the positive things going on at our schools and district, or to communicate important information quickly. There are often times when highlights of student projects, accomplishments, or other activities worthy of promotion in the media are warranted. These might be in a television news report, newspaper article, district brochure, school newsletter, yearbook, Twitter, Facebook, Instagram, or other media. Your child's photograph or name might be listed, but both will never be listed together. No other information is ever released from the school. If you object to having your child be a part of such media releases, please notify the school office in writing.

## **STUDENT ASSESSMENT**

Parents and students should watch school newsletters and the local press for announced state testing dates and times. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.



## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Holt Public Schools provides students the opportunity to broaden their learning through curricular-related activities. The Board authorizes many student groups that are sponsored by a staff member or adult.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All groups must comply with School rules and must provide equal opportunity to participate.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

### **ABSENCES-ILLNESS**

Absences are "excused" for personal illness, death in the family, medical appointments, religious holidays, court appearances, or family business. If your student is absent and excused, please notify us by calling the school office prior to 8:30 a.m. You may also send a signed note prior to the absence to pre-excuse an absence. If you do not notify the school office of your student's absence, it will be recorded as unexcused.

### **Absences-Vacation**

For a vacation absence of two or more days, a note needs to be sent to the office well in advance, stating the reason and the dates of the absence. It is the student's responsibility to turn in all homework missed and to meet all deadlines. We discourage vacations during regularly scheduled school days.

### **Absences-Medical**

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

## **Absences-Make-Up Work**

Students are expected to make up all work missed due to an absence or suspension in a timely manner. If it appears your child will be out of school for more than one school day, please contact your teacher to arrange to have the schoolwork collected. Schoolwork collected will be placed in the office for you to pick up, so the child can complete work at home.

## **ABSENCES-UNEXCUSED**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

## **ABSENTEEISM ACTION**

- At 5 days absent, the classroom teacher makes contact with parent/guardian (s).
- At 7 days, a letter is sent by the Dean of Students. The letter will include language about offering to help with resources, support, etc.
- At 10 days, a letter is sent by the principal/office. District will connect with Principal/Teacher and follow up with family
- At 15 days absent, a referral will be made to the ISD.

## **Tardy Policy**

Students arriving at school after school begins should bring a note explaining their tardiness and report to the office to sign in before going to class. Students arriving to class after class begins are considered tardy. Being tardy repeatedly will result in a contact home by the teacher. Excessive tardiness will result in truancy and administrative action.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day of a suspension at the parent's request. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed- assignments and a grade on any made-up tests.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. All activities are for students enrolled at this school of record. They are usually 3:30-4:30 p.m. and students may not leave the activity once it starts. Parent support is welcome.

## **CODE OF CONDUCT**

A major component of the educational program at **Holt Public Schools** is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Academic Culture**

Academic Culture is the explicit teaching of active engagement, grit, and perseverance strategies to encourage student ownership of learning in order to be more successful in the future. We encourage every student to become a self-regulated learner who takes control of and evaluates one's own learning and behavior. Students who are self-regulated learners believe that opportunities to take on challenging tasks, practice their learning, develop an understanding of subject matter, and exert effort, are more likely to achieve academic success. Self-regulated learners are successful because they control their learning environment positively and take personal responsibility for their own learning. Academic Culture also values diversity while promoting an equitable education for all students. Recognizing each student is different and has different needs, our goal is to help all students develop the knowledge and skills they need to be engaged and become productive members of society.

### **Positive Behavior Support & Conscious Discipline**

Our school-wide systems of support include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments for learning. Students are recognized for appropriate behavior with incentive tickets that lead to rewards, intended to promote positive behavioral habits. In addition to rewarding good behavior, being conscious of the brain science and understanding what behavior is communicating, is something staff focus on actively monitoring.

### **Our Discipline Philosophy**

Discipline is something that we teach, not something that is done to a person. We understand that all students are responsible for their own actions and that they must be responsible for respecting the rights of others. We encourage students to think of alternative ways to communicate their needs while, at the same time, respecting the rights of others in the school. All students have the right to learn in a safe environment and teachers want to provide the best learning environment possible for all students. Continuous disruptive behavior in the classroom or on school grounds will be dealt with in a prompt and fair manner, especially if it is preventing other students from learning or threatening the safety and rights of others.

### **Classroom Expectations**

For a productive learning environment, students are not allowed to be disruptive at school. When this occurs, they are asked to think about what they are doing and compare their action(s) to the norms of the classroom/building.

If the student does not change his/her behavior, a phone call to the parents may be made from the classroom teacher. Any further disruptions will result in an office referral. The student will meet with the Principal or Dean, and in most cases, the parent will be notified.

## **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Holt Public Schools respects dress and grooming as a responsibility of the home and family. As the definition of socially acceptable clothing constantly evolves, personal appearance should not disrupt the educational process, call undue attention to the individual, or affect the safety or welfare of any student. The building Principal has the authority to make the final decision regarding appropriateness or inappropriateness of a student's clothing or grooming and on action to be taken.

## **Care of Property**

Students are responsible for the care of their own personal property. All major items of clothing such as coats, sweaters, snow pants, boots, hats, etc. should be labeled to indicate the name of the owner. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary action.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other

electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Questions regarding a bus problem should be directed to the Transportation Department at 517-699-1113. They will be able to assist you with any concerns you may have. The following are some specific guidelines and expectations for families and students: Parents are responsible for student behavior until the school bus arrives at the stop and after the bus leaves. Students may not ride a bus other than the one to which they are assigned unless there is a medical or childcare emergency and parents must call the transportation department in these instances. All TK and kindergarten students must have a responsible adult or designated person to meet the bus for student pick up and this person must be visible to the bus driver. If there is no one

present the bus driver will bring the student back to the Transportation department located at 2125 Delhi St. NE at the end of their route and the family will need to pick the student up from that location.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Students are expected to remain seated and maintain a moderate to low voice while on the bus. Drivers may assign seats and may change seating assignments throughout the year at their discretion. No eating or drinking is allowed on the bus.

Students need to arrive at their designated bus stop 5 minutes prior to pick up time, the bus will not be able to wait for students who are not on time. This applies to students whose bus stops are at their home as well, the student is expected to be outside and ready for the bus. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

### **VIDEO RECORDING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the tape recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these tape recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **PART VI – HOLT PUBLIC SCHOOLS POLICIES**

### **HPS POLICIES**

Holt Public Schools has adopted NEOLA School Board policies which can be found on [www.hpsk12.net](http://www.hpsk12.net) under the link for Board of Education. Specifically, important are the following:

#### **ATTENDANCE, POLICY 5200**

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which

- A. ensure a school session which is in conformity with the requirements of the law
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student

violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

### **BULLYING & OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS, POLICY 5517.01**

A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

"Bullying" means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Causing substantial disruption in, or substantial interference with, the orderly operation of the school
- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health

### **Child Abuse or Neglect - Board Policy A5040.2**

Holt Public Schools will not tolerate abuse or neglect of students by other students, by its employees, or by the public.

#### *Reporting Child Abuse or Neglect by Any Adult*

In conformity with the requirements of law and as a matter of policy, all employees and volunteers of Holt Public Schools will report matters of child abuse or neglect or situations where there is reasonable cause to suspect child abuse or neglect by an adult to the Department of Human Services and to appropriate law enforcement agencies.

Such reports shall be made to the Department at the following toll free, 24 hour and 7 day a week staff phone number: 1-855-444-3911

Other contact information is:

Centralized Intake [State of Michigan DHS]

5321 28th Street Court SE

Grand Rapids, MI 49546

Email: DHS-CIGroup@michigan.gov

Fax Numbers: 616-977-1154, 616-977-1158



### *Reporting Child Abuse or Neglect by Another Student*

Where there is reasonable cause to suspect child abuse or neglect by a student or other minor, which is not reportable to the Department of Social Services, all employees and volunteers shall report such a situation to law enforcement.

Legal Basis for Child Abuse or Neglect Reporting in Michigan: Michigan Law on reporting:

1. A physician, coroner, dentist, medical examiner, nurse, a person licensed to provide emergency medical care, audiologist, psychologist, family therapist, certified social worker, social worker, social work technician, school administrator, school counselor or teacher, law enforcement officer, or ...regulated child care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, ...an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the department. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency, or school, the reporting person shall notify the person in charge of the hospital, agency, or school of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge. One report from a hospital, agency, or school shall be considered adequate to meet the reporting requirement. A member of the staff of a hospital, agency, or school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.
2. The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents, the child's guardian, the persons with whom the child resides and the child's age. The report shall contain other information available to the reporting person which might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred.
3. The department shall inform the reporting person of the required contents of the written report at the time the oral report is made by the reporting person.
4. The written report required in this section shall be mailed or otherwise transmitted to the county department of social services of the county in which the child suspected of being abused or neglected is found.
5. Upon receipt of a written report of suspected child abuse or neglect, the department may provide copies to the prosecuting attorney and the probate court of the counties in which the child suspected of being abused or neglected resides and is found.
6. If the report or subsequent investigation indicates a violation of sections 136b and 145c or sections 520b to 520g of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.136b, 750.145c and 750.520b to 750.520g of the Michigan Compiled Laws, or if the report or subsequent investigation indicates that the suspected abuse was not committed by a person responsible for the child's health or welfare and the department believes that the report has basis in fact, the department shall transmit a copy of the written report and the results of any investigation to the prosecuting attorney of the county in which the child resides and is found.

7. If a local law enforcement agency receives a written report of suspected child abuse or neglect, whether from the reporting person or the department, the report or subsequent investigation indicates that the abuse or neglect was committed by a person responsible for the child's health or welfare and the local law enforcement agency believes that the report has basis in fact, the local law enforcement agency shall provide a copy of the written report and the results of any investigation to the county department of social services of the county in which the abused or neglected child is found. Nothing in this subsection or subsection (6) shall be construed to relieve the department of its responsibility to investigate reports of suspected child abuse or neglect under this act.
8. For purposes of this act, the pregnancy of a child less than 12 years of age, or the presence of a venereal disease in a child who is over 1 month of age but less than 12 years of age, shall be reasonable cause to suspect child abuse and neglect have occurred. (MCLA 722.623. Required reports of child abuse or neglect; disposition)

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES, POLICY 8450**

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, and rubella.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

### **DIRECT CONTACT COMMUNICABLE DISEASE, POLICY 8453**

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify, the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

Additionally, the Board directs the Superintendent to develop an educational program in accordance with Michigan law that will ensure proper instruction of guidance counselors, nurses (need not be included if a "licensed health care professional"), teachers, and other school personnel who teach students about HIV and AIDS. Such a program shall include information about:

1. The nature of the disease
2. Its causes and effects
3. The means of detecting it and preventing its transmission
4. The availability of appropriate sources of counseling and referral
5. Any other information that is appropriate considering the age and grade levels of students

### **DISCIPLINE, POLICY 5600**

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students

- Respect the person and property of others

- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and

- Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning
- Do not discriminate among students
- Do not demean students
- Do not violate any individual rights constitutionally guaranteed to students

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- Relate in kind and degree to the infraction
- Help the student learn to take responsibility for his/her actions
- Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

**DUE PROCESS RIGHTS, POLICY 5611**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines which District Administrators shall use when dealing with students:

- **Students subject to short-term suspension:**  
Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
- **Students subject to long-term suspension and expulsion:**  
A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian

must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

### **GRADUATION REQUIREMENTS, POLICY 5460**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;

- H. advanced placement courses;
- I. international baccalaureate or other "early college" programs;
- J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum; or
- K. on-line class.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one (1) or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of MCL 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may

be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

### **MEDICATION, POLICY 5330**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.
- C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

### **PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD, POLICY 8431**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction.

#### **TOXIC HAZARDS**

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The Toxic Hazard Preparedness Officer will be responsible for the following:

- A. Hazard Determination: Identification of potential sources of toxic hazards in cooperation with material suppliers, who shall supply the Toxic Hazard Preparedness Officer with



Material Safety Data Sheets (MSDSs). The Board will rely on MSDSs from material suppliers to meet hazard determination requirements.

- B. Labeling: Ensuring that all incoming materials are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party, and that any containers to which the materials are transferred are also properly labeled.
- C. Material Safety Data Sheets: Maintaining a current file of MSDSs for all hazardous materials present on District property. The MSDS files will be kept at Central Office, additional copies for employees' use will be located at each building.

MSDSs will be available for review to all employees. Copies will be available upon request to the Toxic Hazard Preparedness Officer. Posters identifying the person responsible for monitoring MSDSs and where MSDSs are located at each building. Posters notifying employees when new MSDSs are received will be located in the same location. The Toxic Hazard Preparedness Officer shall contact the supplier, in writing, if a required MSDS is not received, and promptly procure the MSDS before releasing the material for use.

If s/he is unable to obtain an MSDS from a supplier, s/he should contact MIOSHA's Occupational Health Division (OHD) or General Industry Safety Division (GISD) for assistance in obtaining the MSDS.

- D. Multi-Employer Work Sites - Informing Contractors: Informing contractors and their employees of any hazardous substances to which they may be exposed; measures to be employed to control or eliminate exposure; container and pipe labeling system used on-site; and where applicable MSDSs can be reviewed or obtained. Whenever District employees may potentially be exposed to hazards brought on site by contractors, the THP Officer will obtain information from the contractor pertaining to chemicals brought on-site, and measures that should be taken to control or eliminate exposure to chemicals.
- E. Employee Information and Training: Providing information to and conducting a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling. Records of each employee's hazardous communication training should be maintained and all new employees should receive training regarding any hazardous chemicals they may potentially come in contact with as part of their job.

The information should include:

1. Regulations of MIOSHA's hazardous communication standard
2. All operations in employee's work area where hazardous chemicals are present
3. Location and availability of written hazardous communication program (i.e. The policy), the list of hazardous chemicals and the MSDS

Training should include

1. Techniques used to detect presence or release of hazardous chemicals in work area
2. Physical and health hazard of hazardous chemicals

3. The measures the employees should take to protect themselves from these hazards
4. Details of the hazardous communication program including an explanation of labeling system and MSDS and how employees can obtain and use hazard information.

Employees shall also be informed of

1. The employer's anti-discrimination/discharge policy for employees accessing hazard information
2. How the employee can contact OHD or GISD for assistance in obtaining an MSDS if s/he is unable to obtain the MSDS from the employer

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to requirements established by the State. S/He shall provide written notification each year, prior to any application, to all parents and staff members:

- A. That a pesticide is to be applied
- B. The type of pesticide and its potential side effects
- C. The location of the application
- D. The date of the application

In fulfilling these responsibilities, the Toxic Hazard Preparedness Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

## **ASBESTOS**

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA) and the Michigan Occupational Safety and Health Act (MIOSHA), the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos- containing materials;
- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Michigan Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure, any negligent act, or a deliberate act beyond the control of the Board or its officers and employees.

The District may provide, however, legal representation and indemnification against civil liability with regard to claims or actions resulting from or arising out of negligence or alleged negligence of those persons responsible for inspecting, monitoring, removing, treating asbestos or material containing asbestos, or supervising these activities, provided the employee was performing the duties while in the course of his/her employment or while acting within the scope of his/her authority. The District reserves the right to deny representation and indemnification in those circumstances wherein the employee's actions demonstrate gross negligence or willful and wanton misconduct.

This policy may apply to work performed by authorized employees prior to the date of its adoption.

### **PROHIBITION OF TOBACCO, POLICY 5512**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy:

- A. "Tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. "Use of a tobacco product" means any of the following:
  - 1. The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
  - 2. The inhaling or chewing of a tobacco product
  - 3. The placing of a tobacco product within a person's mouth
  - 4. The smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, any school-related event, and on or off Board premises.

### **ADVERTISING/PROMOTION**

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

#### Notification

"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

District vehicles will display the international "No Smoking" insignia.

Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.

School programs will include a written reminder of the tobacco-free policy.

#### Educational Programming

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. Students subject to such action may also be referred for smoking cessation treatment, support, and education services.

### **SEARCH & SEIZURE, POLICY 5771**

At all times Holt Public Schools reserves the right to conduct random searches of student desks, lockers and automobiles on District property or at District-sponsored events. These searches may be conducted without notice and without individualized suspicion. A student's failure to

cooperate or permit searches and seizures by the District is subject to disciplinary action at the school or District's discretion.

### **STUDENT ABUSE & NEGLECT, POLICY 8462**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter or appropriate administrator in the presence of the staff member shall immediately notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law and shall secure prompt medical attention for any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal and his/her supervisor who shall, in turn, immediately notify the Central Registry of the Michigan Department of Health and Human Services (MDHHS) by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

The Board authorizes the Superintendent to develop a protocol that addresses the prevention of sexual abuse of children. The protocol shall include at least the:

- A. Age-appropriate, evidence-based curriculum and instruction for students in grades pre-K to 5 concerning child sexual abuse awareness and prevention
- B. Training for school personnel on child sexual abuse, including, but not limited to, training on supportive, appropriate response to disclosure of abuse
- C. A review of the system that is in place in the District to education and support personnel who are required to report child abuse or neglect under Section 3 of the Child Protection Law, 1975 PA 238, M.C.L. 722.6223, and the process in place for making those mandatory reports

This review should include an analysis of the level of compliance with the mandatory reporting requirements and suggestions to improve compliance.

### **STUDENT TECHNOLOGY ACCEPTABLE USE & SAFETY, POLICY 7540.3**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and

community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. The dangers inherent with the online disclosure of personally identifiable information
- C. The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online
- D. Unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

#### **TITLE IX SEXUAL HARASSMENT, POLICY 5517**

Students may not make unwelcome sexual propositions, invitations, solicitations, flirtations, unwanted physical and/or sexual contact, gestures, or threats or insinuations regarding sexual advances. This includes verbal or written expressions of a sexual nature, about themselves or other students. Students may not possess sexually suggestive objects, pictures, videotapes, audio recordings or literature.